

# eMARS User Group Meeting

## January 21, 2010



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# Agenda

- BOXI Upgrade
- BOXI Reports
  - Personal Reports
  - Agency Reports
  - Statewide Reports
- BOXI Security
- BOXI Roll Out
- BOXI Training
- Recap
- Q&A



# Business Objects XI Upgrade



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# InfoAdvantage

6.5 (Current)		BOXI (3/1/2010)
Web	Webi “infoAdvantage”	Webi
Desktop	Business Objects “Thick Client”	Deski

# BOXI Upgrade – Project Purpose

**Upgrade Business Objects 6.5 software (eMARS infoAdvantage) to the new XI platform (Release 3.1)**

## ➤ Why?

- SAP/CGI Support
- Improved Functionality
- Technical Hardware
- No license required for Webi



# Business Objects XI Reports

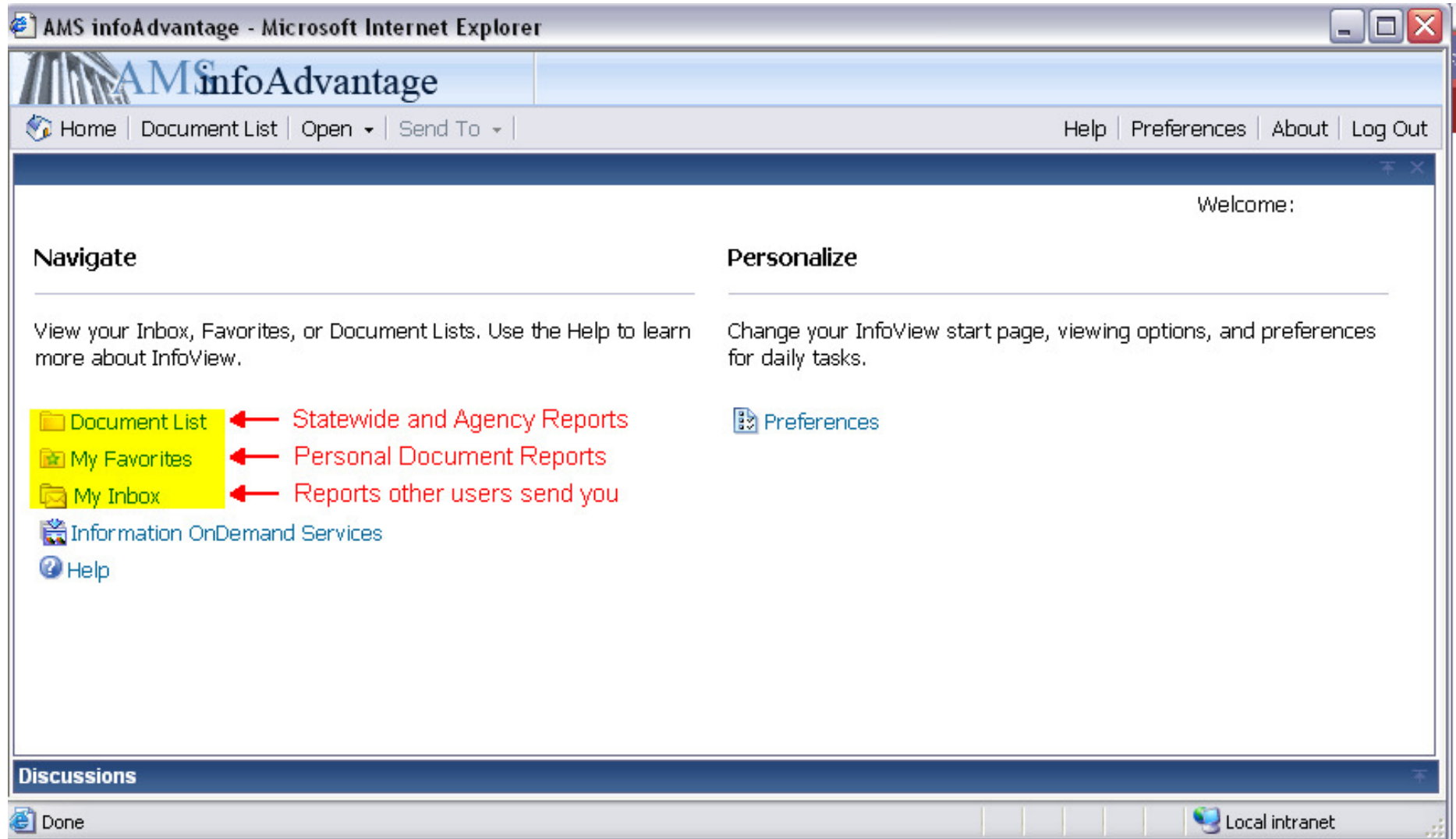


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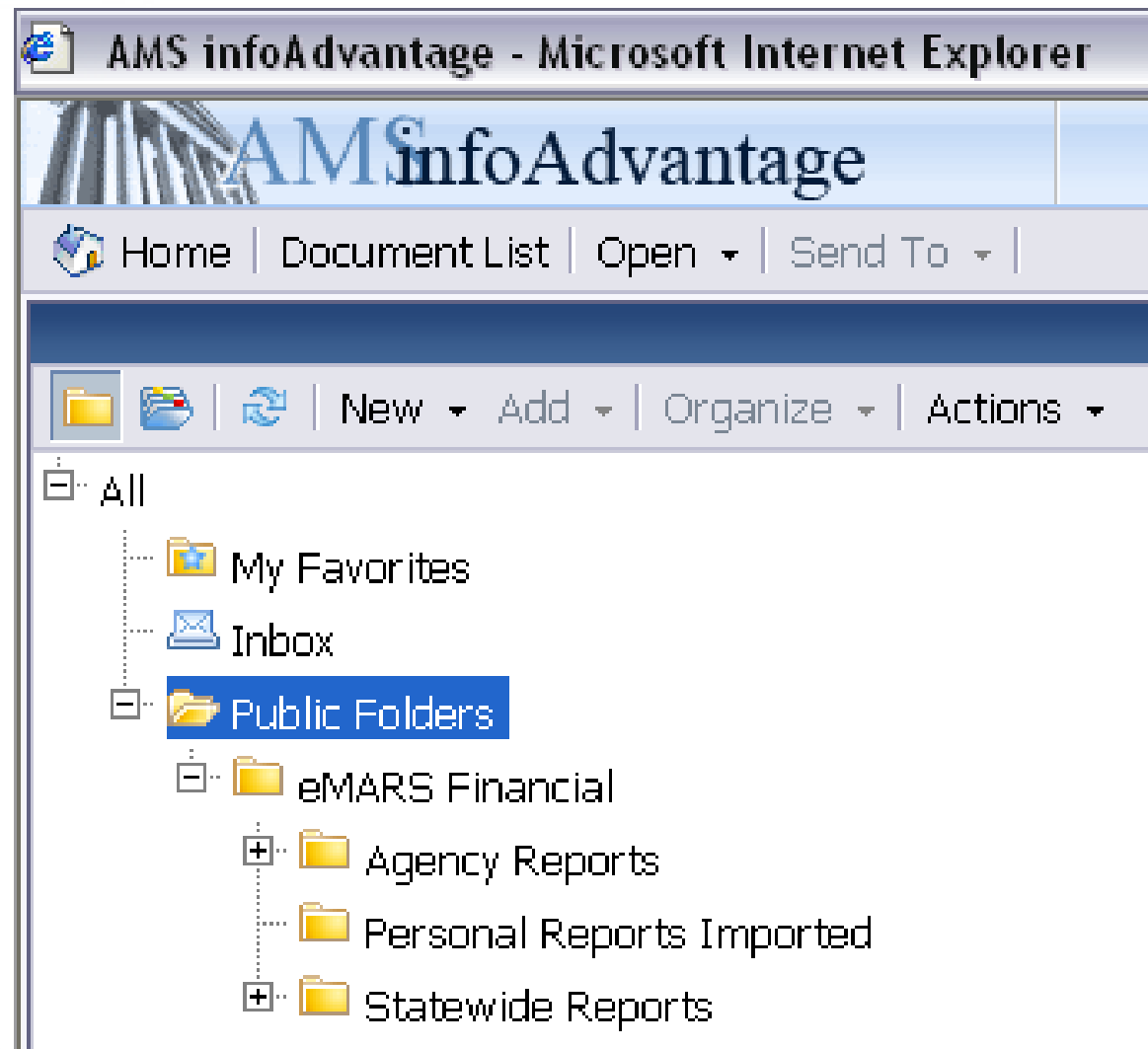


# BOXI Opening Screen

After “Go Live” this screen will appear when users click infoAdvantage from the eMARS Secondary Navigation panel.



# BOXI Report Folder Structure





# Business Objects XI Personal Reports



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# Personal Reports Publishing Process

**Personal Reports are those reports that reside in “Personal Documents” within infoAdvantage or reports that are stored on your local desktop/ network.**

## ➤ Why?

—Only reports currently published in infoAdvantage as of Jan. 29, 2010 will be imported. **UPDATED DEADLINE: c.o.b. Monday, Feb. 1, 2010**

## ➤ What you need to do.

- Prioritize personal reports.
- Identify the reports you need imported to Webi
  - Limited to 20 reports per user.
  - If more than 20 exists only first 20 will be imported.
  - Exceptions: Contact BOXI Team @ [Finance.CRCGroup@ky.gov](mailto:Finance.CRCGroup@ky.gov)



# Personal Reports Publishing Process

## ➤ What you need to do. (Continued)

—Publish these reports to “Personal Reports to Import” by 1/29/2010.

—Follow naming convention:

- Department-User ID followed by report name.
- Reports not following naming convention will not be imported.

**Example:** 758-ABC0099-Expenditure Report

—Clean up after “Go Live” by 3/31/2010

- Personal Reports in “Personal Reports Imported” must be moved to desired Favorites location.
- Any reports remaining in “Personal Reports Imported” after 3/31/2010 will be deleted.

# Business Objects XI Agency Reports



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# Agency Reports - Import Process

**Agency Reports are those reports published in infoAdvantage under a departmental link.**

## ➤ What?

- All agency reports published as of c.o.b. Friday, Jan. 29, 2010 will be imported. **UPDATED DEADLINE: c.o.b. Monday, Feb. 1, 2010**
- A list of Agency Reports will be sent to the AILs/Report Developers on Monday, Feb 1, 2010

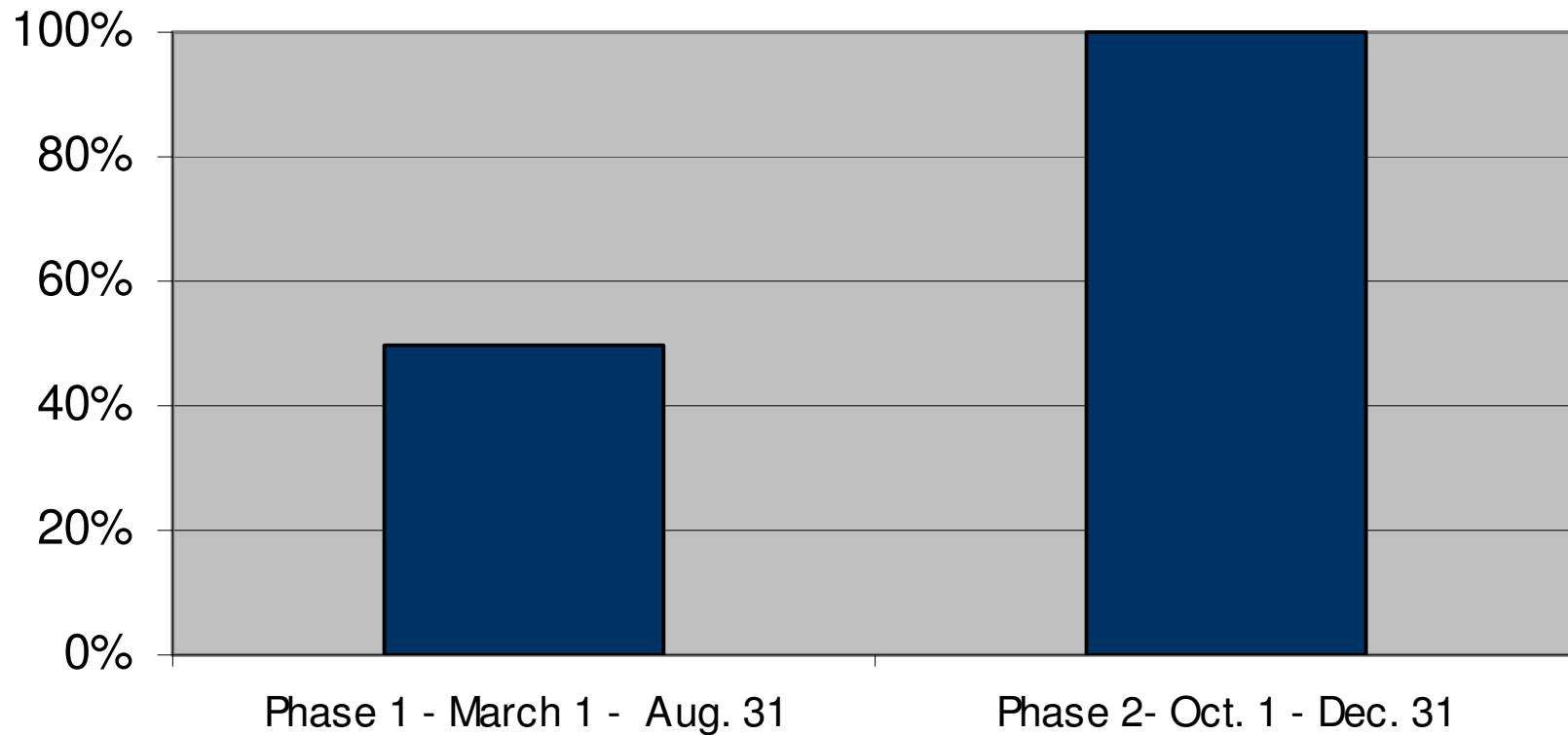
## ➤ What you need to do.

- Complete Agency Report Crosswalk xls document
  - Identify Webi Cabinet-Department Location where report is to be imported to.
- Submit completed Agency Report Crosswalk to [Finance.CRCGroup@ky.gov](mailto:Finance.CRCGroup@ky.gov) by c.o.b. Friday, Feb. 5, 2010.
- Verify imported reports after “Go Live”.



# Agency Deski Redevelopment Phases

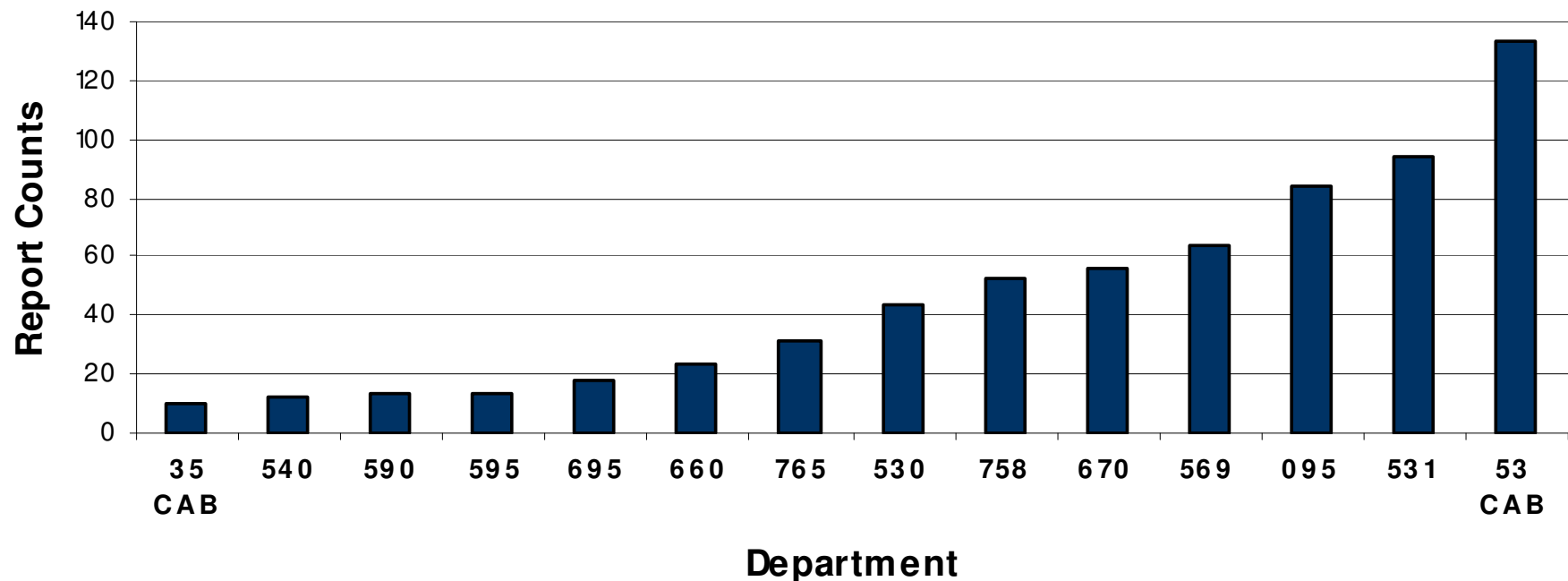
## Deski Reports Redeveloped in Webi





# Agency Deski Redevelopment Phases

## Thick Client Agency Reports



**NOTE:** Agencies appearing in the above chart have more than 10 Thick Client reports.

# Agency Deski Redevelopment

## ➤ What you need to do.

- Prioritize Deski reports.

- Identify the reports you need to redevelop in Webi.

- Delete any reports no longer needed.

- Determine in which phase each report will be redeveloped.

# Business Objects XI Statewide Reports



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# Statewide Deski Report Redevelopment

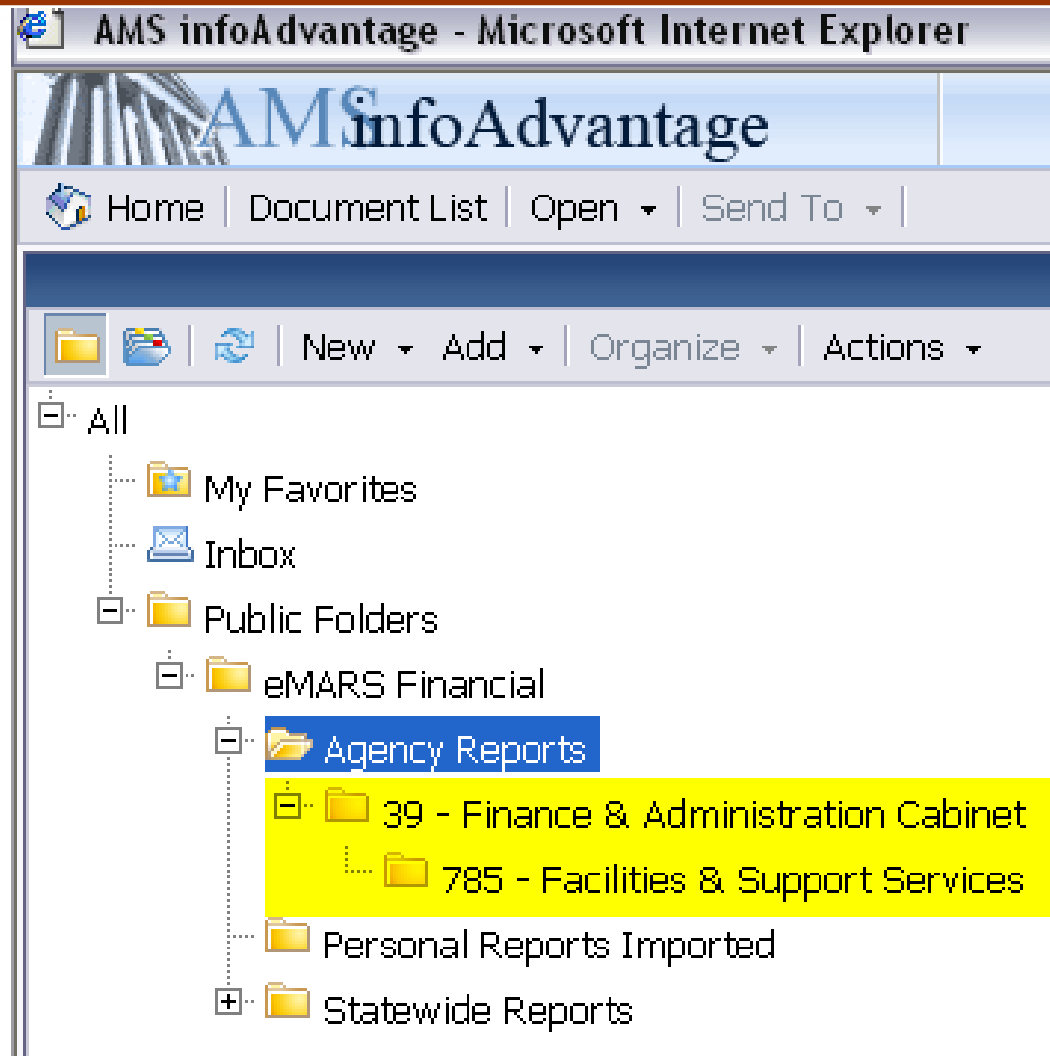
- Finance eMARS Team is prioritizing Statewide Deski reports.
  - Reports identified as “Essential” will be redeveloped in Webi first.
  - Statewide Deski Reports flagged as “No Longer Need” will be deleted.
  - List of deleted reports forthcoming.

# Business Objects XI Security



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# BOXI Security





# BOXI Security

- Agency/Cab/Dept folder structure
  - Everyone will have access to Statewide folder.
  - Each user will have access to their Department folder as defined in their eMARS Security Profile.
- Exceptions
  - Security Lead needs to send an e-mail to [Finance.CRCGroup@ky.gov](mailto:Finance.CRCGroup@ky.gov) requesting additional security by c.o.b. Friday, Feb. 12.
    - Provide User ID and any Cabinet/Department security needed.

# Business Objects XI Roll Out



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# BOXI Roll-Out

## ➤ Webi (infoAdvantage)

- Seamless

## ➤ Deski (Thick Client)

- Deski needed for report redevelopment.
- Rolled out to **ONLY** Thick Client users with software license.
- Agencies under COT (Consolidated)
  - Deski software will be pushed out to their Thick Client Users.
- Agencies **NOT** under COT (Non-Consolidated)
  - An FTP site will be setup to house the software installation package.
  - Agency's Technical Leads will have access to the FTP site to download Deski software for their Thick Client Users.
  - Agency's Technical Leads will complete installation of the software. Additional information forthcoming.

# BOXI Roll-Out

## ➤ What you need to do.

- AILs need to verify eMARS Technical Lead that is delegated on the Agency Delegation Contacts @ <http://finance.ky.gov/internal/eMARS/Agency+Contacts.htm> (by Friday, Jan. 29, 2010. **UPDATED DEADLINE: c.o.b. Monday, Feb. 1, 2010**)
- Technical Lead changes must be submitted by the AIL on the Attachment 2 form to the [Finance.CRCGroup@ky.gov](mailto:Finance.CRCGroup@ky.gov)

# Business Objects XI Training



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# BOXI – Training

Class	Audience (Current Users)	Location	Date (Day-Date-Time)
<b>Webi Overview</b>	<ul style="list-style-type: none"> <li>–Report Developers</li> <li>–Users who refresh reports</li> </ul>	KYTC Auditorium	Wed – Feb 10 - AM Wed – Feb 10 - PM Thur – Feb 11 - AM Thur – Feb 11 - PM
<b>Webi Custom Report Developer Training</b>	<ul style="list-style-type: none"> <li>–Report Developers</li> </ul>	CRC/KYTC Training Rooms	Tue – Feb 16 -All Day Wed – Feb 17 -All Day Tue – Feb 23 -All Day Wed – Feb 24 -All Day Thur – Feb 25 -All Day
<b>Deski to Webi Report Redevelopment</b>	<ul style="list-style-type: none"> <li>–Thick Client Report Developers</li> </ul>	KYTC Auditorium	Thur – Feb 18 -All Day
<b>Workshops for Report Redevelopment</b>	<ul style="list-style-type: none"> <li>–Deski Report Developers</li> </ul>	CRC	After Go Live (dates TBD)



# BOXI – Training Resources

## ➤ Training Manuals

- Will be updated and posted to the eMARS Training website.

## ➤ Sametime (Replaces Elluminate)

- Short training sessions plan to be recorded (i.e. logging into BOXI; refreshing reports; etc.)

<http://finance.ky.gov/internal/eMARS/training.htm>

# Recap – What You Need To Do

## ASAP

- Training Registration

## Jan 29

- Verify Technical Leads (AILs)
- Publish Personal Reports to “Personal Reports to Import” Category (Everyone) **UPDATED DEADLINE: c.o.b. Monday, Feb. 1, 2010**
- Publish or Delete Agency Reports (Report Developers) **UPDATED DEADLINE: c.o.b. Monday, Feb. 1, 2010**

## Feb 5

- Agency Report Crosswalk submitted to [Finance.CRCGroup@ky.gov](mailto:Finance.CRCGroup@ky.gov) (AILs)

## Feb 12

- **Security Exceptions** submitted to [Finance.CRCGroup@ky.gov](mailto:Finance.CRCGroup@ky.gov) (Security Leads)



# Recap – What You Need To Do

## Post Implementation

- Move Personal Reports out of “Personal Reports Imported” folder.
- Verify Imported Agency Reports.
- Redevelop Agency Deski Reports in Webi.
- Security Exceptions/Updates.

# BOXI Web Page


<http://finance.ky.gov/internal/eMARS/boxi.htm>

Kentucky: Finance Cabinet - BOXI - Microsoft Internet Explorer


File Edit View Favorites Tools Help

Address <http://finance.ky.gov/internal/eMARS/boxi.htm> Go

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**BOXI Upgrade**

**Presentations**

**Resources**

- [Publishing a Thick Client Report.doc](#) (580 KB)
- [Saving Personal Reports to Import.doc](#) (537 KB)

**Training Materials**

**Report Developers**

- [Reporting Leads Listings \(by Department\)](#)  
Includes contacts for infoAdvantage (Thin Client) and Business Objects (Thick Client) (01/14/10) **update**

Last Updated 1/20/2010

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# BOXI Upgrade – Questions?

